

LOWELL SCHOOL COMMITTEE
Henry J. Mroz Administration Office
155 Merrimack Street
Lowell, Massachusetts 01852

Sokhary Chau
Mayor and Chairperson

Jackie Doherty
Vice-Chairperson

Susie Chhoun
Eileen Delrossi
Dominik Lay
Connie A. Martin
Stacey Thompson

Human Resources & Labor Relations
Subcommittee Meeting

Thursday, July 13, 2023
Central Office – 5th Floor
5:30 p.m.

Tel: (978) 674-4324
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Subcommittee Members Present:

Chairperson Martin, Ms. Delrossi and
Mr. Lay

School Department Personnel Present:

Dr. Hall, Chief Operating Officer
Ms. Turner, Chief Schools Officer
Ms. Phillips, Chief Equity & Engagement Officer
Ms. Van Thiel, Early Childhood Coordinator

Chairperson Martin called the meeting to order at 5:42 p.m. The following agenda item was discussed:

1. Discussion and Review of Job Descriptions

Dr. Hall presented multiple job descriptions for the subcommittees approval. The following job descriptions were presented to the Committee in the following order:

Early Childhood Coordinator and Cardinal O'Connell School Supervision

Ms. Martin asked how the district will be paying for these positions.

Ms. Phillips stated that they were included in the budget. She stated that as services are expanded, dividing these positions helps provide support. She stated it is no longer possible for one (1) person to services all the needs of these schools.

Mr. Lay asked for clarification and asked if we are now looking for two (2) people instead of one (1).

Dr. Hall responded stated that it will be for two (2) people. He stated that there will be a screening committee and interview process.

Ms. Martin asked why we aren't using grant funds to pay for this.

Ms. Van Thiel stated that the grant doesn't allow it.

Chairperson Martin made a motion to approve and split the two (2) positions for Early Childhood Coordinator and Cardinal O'Connell Supervision; seconded by Mr. Lay. 3 yeas APPROVED

Stipends for Lead Security Guard, Lead FLEX Block Teacher and Lead Latin Lyceum Teacher for Lowell High School

Ms. Martin asked if the employees in the Lead position will have supervisory authority.

Dr. Hall stated no and that the Leads are there to assist the Head of School.

Mr. Lay made a motion to approve the stipends for Lead Security Guard, Lead FLEX Block Teacher and Lead Latin Lyceum Teacher for Lowell High School; seconded by Ms. Delrossi. 3 yeas APPROVED

Food Truck Driver and Cook for Food Truck

Dr. Hall stated that he is excited about the Food Truck Driver and Cook position. He stated that the truck will deliver meals for summer school. He stated the truck will also be on a rotation schedule for other schools and for school events. He stated that they could also go to Cawley Stadium after practices and have food on hand for distribution. He stated that they're waiting for more guidance from the Department of Elementary and Secondary Education (DESE). He stated that both of these positions will be full time.

Ms. Martin asked how many hours will these employees work.

Dr. Hall stated that they're full time positions.

Mr. Lay asked who owns the truck.

Dr. Hall stated that the School Department owns the truck.

Ms. Delrossi made a motion to approve the positions of the Food Truck Driver and Cook for Food Truck; seconded by Mr. Lay. 3 yeas APPROVED

Assistant Database Administrator

Dr. Hall stated that this position would formalize some duties in the district. He stated that Interim Superintendent Skinner wanted to take this opportunity to maximize the position and get authorization to raise the salary by \$10,000. The position would be non-affiliated.

Ms. Martin asked what the new responsibilities will be.

Dr. Hall stated that they be providing training and professional development. He stated that a college degree is required for this position as well.

Ms. Delrossi spoke about rights to Aspen and who should have those rights and believes that they need to be tightened.

Dr. Hall stated that he agreed.

Mr. Lay made a motion to approve the position of Assistant Database Administrator; seconded by Ms. Delrossi. 3 yeas APPROVED

Cafeteria Generalist

Dr. Hall stated that they revamped the original job description that had been provided to this Committee during the Spring and added more responsibilities and a degree requirement. The person would be in charge of recruiting, evaluations, investigations, as well as assist in labor negotiations with UTL and Aramark.

Ms. Martin asked if they would be located at Central or a school site.

Dr. Hall stated one (1) a day week at Central and probably the Robinson School the other days.

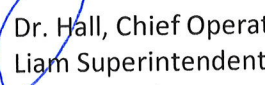
Mr. Lay asked who is responsible for this right now.

Dr. Hall stated the Chief Operating Officers office. He stated that the Safety office also assists with some investigations. He stated that the revolving account will be used to pay for this. The position is also non-affiliated.

Ms. Delrossi made a motion to approve the position of the Cafeteria Generalist; seconded by Mr. Lay. 3 yeas APPROVED

Ms. Delrossi made a motion to recess at 6:13 p.m.; seconded by Mr. Lay. 3 yeas APPROVED

Respectfully submitted,


Dr. Hall, Chief Operations Officer for
Liam Superintendent, Interim
Superintendent

JPH/mes